

**DISTRICT OF HIGHLANDS
BY-LAW NO. 61**

BUILDING REGULATION BY-LAW

WHEREAS the Municipal Act and the Regulations made pursuant thereto provide that the Building Code of British Columbia applies to the District of Highlands.

NOW THEREFORE the Council of the District of Highlands in open meeting assembled, enacts as follows:

SECTION 1 - DEFINITIONS

1. In this By-Law:

"agent" includes a person, firm or corporation representing the owner by designation or contract;

"building" means any structure used or intended for supporting or sheltering any use or occupancy;

"Building Inspector" means a person appointed by the Council from time to time to the position of Building Inspector to carry out the duties of Building Inspector under this By-Law;

"Building Code" means the building code adopted by, amended, added to or varied by the Lieutenant-Governor in Council by authority of the Municipal Act;

"occupancy" means use or intended use of a building or part thereof for the shelter or support of persons, animals or property;

"Metric Units of Measurement" here both metric and imperial units of measurement are specified in this By-Law, the metric shall prevail.

SECTION 2 - PROHIBITION

- 2.1 No person shall commence or continue any work related to a building unless there is a valid and subsisting permit issued for the work by the Building Inspector.
- 2.2 No person shall occupy or use any building or part thereof contrary to the terms of any permit, notice or certificate given by the Building Inspector.
- 2.3 No person shall, unless authorized by the Building Inspector, reverse, alter, deface, cover, remove or in any way tamper with any notice or certificate posted upon or affixed to any building pursuant to any provision of this By-Law.

- 2.4 No person shall do any work that is at variance with the description, plans and specifications for the building, structure, work or thing for which a permit has been issued, unless such change has been approved by the Building Inspector
- 2.5 No person shall interfere with or obstruct the entry of the Building Inspector acting in conduct of administration of this By-Law.

SECTION 3 - DUTIES

3. The Building Inspector shall:
- (a) administer this By-Law;
 - (b) keep records of any application received, permits and orders issued, inspections and tests made, and shall retain copies of all papers and documents connected with the administration of this By-Law.

SECTION 4 - POWERS

4. The Building Inspector:
- (a)
 - (i) may enter any building or premises at any reasonable time for the purpose of administering this By-Law;
 - (ii) where any dwelling, apartment or guest room is occupied, shall obtain the consent of the occupant, or provide written notice twenty-four hours in advance of inspection;
 - (iii) shall ensure that employees or persons charged with administration of this By-Law carry proper credentials;
 - (b) may revoke or refuse to issue a permit where materials, devices, construction methods, structural assemblies, foundation conditions or siting do not comply with the requirements of this By-Law, the Building Code and any other applicable By-Law;
 - (c) may order the correction of any work which is being or has been improperly done under the permit;
 - (d) may order the cessation, removal or demolition of work that is proceeding in contravention of this By-Law, the Building Code or any other applicable By-Law.

SECTION 5 - PERMITS

5.1 Where the proposed work includes more than one building, a separate permit shall be obtained for each building.

5.2 Where:

- (a) an application has been made, in the form set out in Appendix "E", "F", "G", "H" or "K" attached hereto as appropriate;
- (b) the proposed work set out in the application conforms with this By-Law, the Building Code and any other applicable By-Law;
- (c) the applicant for a permit or permits has paid the fees prescribed and as set out in Appendix "A" attached hereto;
- (d) the owner has executed a form of release and indemnity attached to this By-Law as Appendix "J" attached hereto;

the Building Inspector shall issue the permit or permits for which the application has been made, in the form set out in Appendix "I" attached hereto;

Building Valuations

5.3 For all buildings, other than single and two family dwellings, factory built homes, mobile homes and moved buildings and buildings accessory thereto, the value of construction used to determine the permit fee shall be the contract price, or, where there is no contract price, the value of construction used to determine the permit fee shall be calculated on the basis specified in Appendix "C", attached to this By-Law. Provided that where there is a single contract price for a project consisting of more than one building, then the value of construction used to determine the permit fee shall be calculated on the basis specified in Appendix "C" attached to this By-Law rather than the contract price.

5.4 For single and two family dwellings, factory built homes, mobile homes and moved buildings and buildings accessory thereto, the value of construction used to determine the permit fee shall be calculated on the basis specified in Appendix "D" attached to this By-Law.

Re-Inspection Fee

5.5 The fee for re-inspection of all building or plumbing violations or infractions shall be \$40.00.

Double Fee

5.6 If any work for which a permit is required under this By-Law shall be commenced before a permit has been obtained, the fee payable shall be doubled.

Refund

5.7 At any time before the work has commenced in respect of which a permit has been issued, the permit holder may apply, in writing, for cancellation of the permit. Upon receipt of such application, the Building Inspector, if satisfied that the work has not commenced, shall cancel the permit and shall refund to the permit holder 60% of the fee paid by him in respect of the permit.

5.8 Every permit is issued upon the condition that:

- (a) the work is to be started within six months from the date of issuing the permit;
- (b) the work is not to be discontinued or suspended for a period of more than one year;
- (c) the exterior work on residential buildings shall be completed within one year;
- (d) the permit shall lapse in the event that any condition above is not met;
- (e) an additional fee, as prescribed in Appendix "A", shall be paid if the permit is renewed.

5.9 The application shall:

- (a) be made in the form prescribed by the Building Inspector;
- (b) be signed by the owner or his agent;
- (c) state the intended use or uses of the building;
- (d) include as exhibits, the specified number of copies of the specifications and scale drawings of the building with respect to the work to be carried out showing:
 - (i) the dimensions of the building;
 - (ii) the proposed use of each room or floor area;
 - (iii) the dimensions of the land on which the building is, or is to be, situated;

- (iv) the grades and elevations of the streets and sewers abutting the land referred to in subclause (iii), when required by the Building Inspector;
- (v) the position, height and horizontal dimensions of all buildings on the land referred to in subclause (iii);
- (vi) a recent survey of the building site by a registered provincial surveyor, when required by the Building Inspector;
- (vii) the technical information specified in other parts of this By-Law required to be included on the drawings relating to those parts;
- (viii) such other information as is necessary to illustrate all essential features of the design of the building;
- (ix) when required by the Building Inspector, also be accompanied by:
 - (a) a plan that shows the location and size of every building drain and of every trap or inspection piece that is on a building drain, and
 - (b) a sectional drawing that shows the size and location of every soil or waste pipe, trap and vent pipe. The plans and specifications shall be submitted in the form and quantities required by the Building Inspector and shall have thereon complete design and calculation criteria so that the Building Inspector shall have this information available for examination and bear the name and address of the designer, and
- (e) contain any and all other information necessary to establish compliance with this By-Law, the Building Code and any other applicable By-Law.

5.10 Notwithstanding any other provisions of this By-Law, whenever in the opinion of the Building Inspector, the proposed work requires specialized technical knowledge, it may be required as a condition of the issuance of any permit that all drawings, specifications and plot plans, or any part thereof, be prepared and signed by and the construction carried out under the supervision of an architect or professional engineer.

5.11 The Building Inspector may revoke a permit where there is a violation of:

- (a) any condition under which the permit was issued, or
- (b) any provisions of this By-Law, the Building Code or any other applicable By-Law.

This revocation shall be in writing and transmitted to the permit holder by registered mail.

- 5.12 The Building Inspector may issue a permit for the construction of a phase of a building before the entire plans and specifications for the whole building have been submitted or approved, provided adequate information and detailed statements have been filed complying with all pertinent requirements of this By-Law. The issuance of the permit notwithstanding, the requirements of this By-Law, the Building Code and any other applicable By-Law apply to the remainder of the building, as if the permit had not been issued.
- 5.13 No permit shall be required when a valve, faucet, fixture or service water heater is repaired or replaced, a stoppage cleared, or a leak repaired if no change to the piping is required.
- 5.14 No building permit will be required for detached buildings less than 9.3m (100 sq. ft.) in floor area, located on residential property.
- 5.15 Subject to any other By-Law, the Building Inspector may issue a permit for the erection or placement of a temporary building, if it is satisfied that the building is safe for the stated use and duration.

Such a temporary permit shall be valid for a limited period of time as determined by the Building Inspector, and the building for which it was issued must be removed or demolished on or before the expiration of such time period.

- 5.16 Where a building permit has been issued the owner may apply for a permit authorizing temporary, partial or emergency occupancy of the building prior to completion of construction, which permit may be withheld until the building or part thereof complies with health and safety requirements of this By-Law, the Building Code and any other applicable By-Law.

SECTION 6 - RESPONSIBILITY OF THE OWNER

- 6.1 Neither the granting of a permit nor the approval of the drawings and specifications nor inspections made by the Building Inspector shall in any way relieve the owner of such building from full responsibility for carrying out the work or having the work carried out in accordance with the requirements of this By-Law, the Building Code and any other applicable By-Law.
- 6.2 Any owner of property for which a permit is issued shall be responsible for the cost of repair of any damage to private or public works that occurs as a result of the work covered by the permit.
- 6.3 No owner or other person shall use or allow the use of a building without having applied for and obtained a valid certificate of occupancy from the Building Inspector.

SECTION 7 - DUTIES OF THE OWNER

7. Every owner of a property or his agent shall:
 - (a) obtain where applicable from the Building Inspector permits relating to demolition, excavation, building, repair of building, zoning, change in classification of occupancy, swimming pools, sewers, water, plumbing, canopies, awnings, marquees, building to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;
 - (b) in all cases where it is proposed to conduct the waste from plumbing fixtures, trade waste or surface or roof water to a public sewer, make certain, by inquiring from the Building Inspector, such public sewer is at a sufficient depth and of a capacity to receive such discharge; and also to arrange the plumbing to suit the location of the connection provided for the lot by the Building Inspector;
 - (c) where it is desired to connect a building or storm sewer with any building or storm sewer extension, furnish such information as the Building Inspector may require to show that the proposed sewers will be laid at such depth, and in such a position as to connect the property with the building or storm sewer extension;
 - (d) give at least 24 hours notice to the Building Inspector of the intention to start work on the building site;
 - (e) give at least 24 hours notice to the Building Inspector and obtain his inspection and written approval of the work:

- (i) after the forms for footings and foundations are complete, but prior to the placing of any concrete therein;
- (ii) after removal of form work from a concrete foundation and installation of perimeter drain tiles and damp-proofing, but prior to backfilling against foundation;
- (iii) when framing and sheathing of the building are complete, including fire-stopping, bracing, chimney, duct work, plumbing, gas venting, wiring, but before any insulation, lath or other interior or exterior finish is applied which would conceal such work;
- (iv) before a building drain, sanitary or storm sewer is covered, and if any part of a plumbing system is covered before it is inspected and approved it shall be uncovered if the Building Inspector so directs, and when considered necessary, underground building drains, branches, storm drains and sewers shall be re-tested after the completion of all backfilling and grading by heavy equipment;
- (v) after building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or a portion of the building.

SECTION 8 - DOCUMENTS ON THE SITE

8. The owner or agent to whom a permit is issued shall, during construction, keep
- (a) posted in a conspicuous place on the property in respect of which the permit is issued the building permit or a poster or placard in lieu thereof, and
 - (b) a copy of the approved drawings and specifications on the property in respect of which the permit was issued.

SECTION 9 - EQUIVALENTS

9. The provisions of this By-Law are not intended to limit the appropriate use of materials, equipment or methods of construction not specifically authorized herein. An owner desirous of providing an equivalent material, equipment or method of construction not specifically authorized by this By-Law shall submit to the Building Inspector sufficient evidence to satisfy the Building Inspector that the proposed equivalent will provide the level of performance required by this By-Law.

SECTION 10 - CLIMATIC DATA

10. Climatic data for the design of building shall be in accordance with the National Building Code and the Building Code of British Columbia, and based on the records of the Atmospheric Environmental Services of the Ministry of Transport and for the purposes of this By-Law shall be as follows:

CLIMATIC DATA

| | | |
|---|--------------------------------------|-----------------|
| January 2½ per cent Design Temperature (°C) | -5 | (23°F) |
| January 1 per cent Design Temperature (°C) | -7 | (20°F) |
| July 2½ per cent Design Drybulb Temperature (°C) | 24 | (76°F) |
| July 2½ per cent Design Wetbulb Temperature (°C) | 17 | (63°F) |
| Annual Total Degree-days below 18°C | 3,076 | |
| Maximum Fifteen-minute Rainfall | 5mm | (0.2 in.) |
| Maximum One-day Rainfall | 81mm | (3.5 in.) |
| Annual Total Precipitation | 657mm | (26 in.) |
| Maximum Snow Load on the Ground (k.N/m ²) | Varies from 1.5 to 2.0 | 31 to 42 PSF) |
| Wind Effects: | Probability 1/10 k.N/m ² | 0.48 (10 PSF) |
| | Probability 1/30 k.N/m ² | 0.58 (12.1 PSF) |
| | Probability 1/100 k.N/m ² | 0.70 (14.6 PSF) |
| Seismic Data: | Acceleration Zone | 5 |
| | Velocity Zone | 5 |
| | Zonal Velocity Ratio | 0.30 |

SECTION 11 - OTHER REGULATIONS**11.1 Tests**

The Building Inspector may direct that tests of materials, devices, construction methods, structural assemblies or foundation conditions be made, or sufficient evidence or proof be submitted at the expense of the owner, where such evidence or proof is necessary to determine whether the materials, devices, construction or foundation meet the requirements of this By-Law, the Building Code or any other applicable By-Law. The records of such tests shall be kept available for inspection during the construction of the building and for such a period thereafter as required by the Building Inspector.

11.2 Fireplace Construction

- (a) No person shall construct or alter any fireplace or chimney without first obtaining a valid permit from the Building Inspector;
- (b) The applicant for a permit under this section shall submit to the Building Inspector when required, any plans and details of the proposed construction and materials;
- (c) The applicant for a permit under this section must notify the Building Inspector prior to the start of the work and must request an inspection of the work at the completion of each smoke chamber and when all work covered by the permit is completed;
- (d) An application for a fireplace, chimney or wood stove shall be in the form set out in Appendix "G".

11.3 Violations

If inspection of any work shows that it is not satisfactory or in violation of the By-Law, the Building Code or any other applicable By-Law, the Building Inspector shall so advise the permit holder by letter or by a written notice on a card posted adjacent to the work. The permit holder shall perform such alterations, corrections and replacements as may be necessary to ensure that the work complies with this By-Law, the Building Code and any other applicable By-Law, and advise the Building Inspector when the work is ready for re-inspection.

11.4 Denial of Permits

Any person who has been notified in writing that work done by him or on his behalf is not satisfactory or is in violation of this By-Law, the Building Code or any other applicable By-Law and who has not complied with the requirements of such notice shall have no permit issued to him under this By-Law thereafter until he has complied or satisfied the Building Inspector of his ability to do so.

11.5 Occupancy Certificate

- (a) The Building Inspector may after final inspection, issue a Certificate of Occupancy if satisfied that the building or structure so inspected complies in all respects with the provisions of this By-Law, the Building Code and any other applicable By-Law;
- (b) A certificate of occupancy shall be in the form shown in Appendix "B" attached hereto;
- (c) Notwithstanding clauses (a) and (b), where owing to strikes, lock-outs or other emergencies, one or more of the inspections of buildings or structures required by this By-Law have not been carried out, the Building Inspector may issue a certificate of occupancy stating the building or structure is substantially complete and suitable for occupancy if satisfied, after a final inspection, that the building is fit for occupancy, but the certificate shall list those inspections which were not carried out and shall state that the certificate does not imply approval of such stages of construction.

11.6 Building Moves

- (a) No person shall move or cause to be moved, any building into or within the District of Highlands without first obtaining from the Building Inspector a valid permit to carry out such move and the rehabilitation of the building on the property to which it is to be moved;
- (b) Before issuing a permit under clause (a) hereof, the Building Inspector may require certification from an architect or a professional engineer that the building meets with the requirements of this By-Law, the Building Code and any other applicable By-Law;

- (c) Where the rehabilitated building will have a completed value of more than \$20,000.00, the applicant shall deposit with the District of Highlands, a Performance Bond of a Surety Company authorized to carry on business in the Province of British Columbia, or a Certified Cheque payable to the District of Highlands, or an Irrevocable Letter of Credit, in an amount equal to three percent (3%) of the estimated completed value of the building to ensure that the terms of the issued permit are complied with. The Bond, Certified Cheque or Irrevocable Letter of Credit, will be returned when the "Certificate of Occupancy" is issued under Section 11.5 of this By-Law.

11.7 **Sewage Disposal System**

- (a) The sewage disposal system for any building must be approved and a permit issued by the proper authority, before a building permit shall be issued;
- (b) All authorized sewage disposal systems must be constructed in accordance with District of Highlands regulations and the requirements of the Health Act. Such systems shall not be covered or used until inspected and approved, by the proper authority.

11.8 **Location of Sewage Disposal System**

The owner and occupier of every parcel on which a building is constructed or located shall ensure that all domestic sewage originating from it is discharged into a public sewer or a sewage disposal system constructed or installed in accordance with the Health Act and Sewage Disposal Regulations or the sewage therefrom must be:

- (a) Treated and disposed of entirely within the boundaries of the parcel of land on which the building is or is to be located, or
- (b) Treated and disposed of within the boundaries of another parcel of land other than on which the building is or is to be located, provided that:
 - (i) there is registered in the Victoria Land Title Office, an easement against the title to the parcel on which the sewage disposal system is or is to be located to the benefit of the parcel on which the building is or is to be located (the "Dominant Tenement") to permit the installation, operation and maintenance in perpetuity on the Dominant Tenement of a sewage disposal system approved by the Environmental Health Officer, or

- (ii) the parcel on which the sewage disposal system is or is to be located is owned or occupied by the Crown or an agency of the Crown and the applicant for the permit has the written permission of the Crown or the agency of the Crown owning or occupying the same to dispose of the said sewage in an approved sewage disposal system located thereon.

11.9 Inspections of Common Sewer, Water and Drainage Systems

Where a private sewer, water or storm drainage system is constructed to service more than one parcel or strata lot the District of Highlands shall not inspect any part of the system between the point of connection of the private system with a public sewer, water or storm drainage system and the point of connection with a service line for an individual parcel or strata lot and the District of Highlands assumes no duty with respect to determining whether or not the private sewer, water or storm drainage system complies with the B.C. Building Regulations, this By-Law and other related enactments.

SECTION 12 - OFFENCES AND PENALTIES

- 12.1 No person shall do any act, or suffer or permit any act or thing to be done in contravention of this By-Law.
- 12.2 Every person who contravenes this By-Law by doing any act which it forbids, or omitting to do any act which it requires to be done is guilty of an offence and is liable, on summary conviction, to a fine of not less than \$25.00 and not more than \$500.00 for a first offence and for each subsequent offence to a fine of not less than \$50.00 and not more than \$500.00. A separate offence shall be deemed to be committed upon each day during and in which the contravention occurs or continues.
- 12.3 The penalties imposed under sub-section 12.2 hereof, shall be in addition to and not in substitution for any other penalty or remedy imposed by this By-Law or any other statute, law or regulation.

SECTION 13 - REPEAL OF BY-LAWS

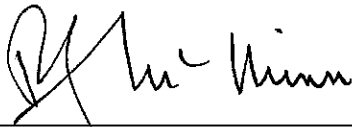
- 13. The following By-Laws are hereby repealed:
 - Capital Regional District By-Law No. 1042, "Building Regulation By-Law No. 3, 1982";
 - Capital Regional District By-Law No. 1725, "Building Regulation Amendment By-Law No. 1, 1989";
 - Capital Regional District By-Law No. 2232, "Building Regulation By-Law No. 3, 1982, Amendment By-Law No. 5, 1994";

- Capital Regional District By-Law No. 1760 "Building Regulation By-Law No. 3, 1982, Amendment By-Law No. 2, 1989";
- Capital Regional District By-Law No. 2015 "Building Regulation By-Law No. 3, 1982, Amendment By-Law No. 3, 1992";
- Capital Regional District By-Law No. 2181 "Building Regulation By-Law No. 3, 1982, Amendment By-Law No. 4, 1993".

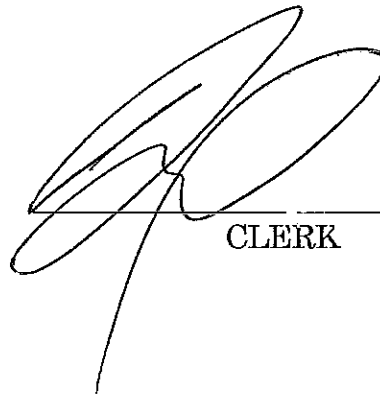
SECTION 14 - CITATION

14. This By-Law may be cited as the " District of Highlands Building Regulation By-Law No. 61, 1995".

| | | | | |
|-------------------------|------|--------|-----------|-------|
| READ A FIRST TIME THIS | 18TH | DAY OF | DECEMBER, | 1995. |
| READ A SECOND TIME THIS | 18TH | DAY OF | DECEMBER, | 1995. |
| READ A THIRD TIME THIS | 18TH | DAY OF | DECEMBER, | 1995. |
| ADOPTED THIS | 20TH | DAY OF | DECEMBER, | 1995. |



MAYOR



CLERK

District of Highlands

APPENDIX "A"

PERMIT FEES SCHEDULE FOR THE DISTRICT OF HIGHLANDS

BUILDING PERMIT FEES

1. Total Value of Work

| | <u>FEE</u> |
|--|-------------------|
| (a) Less than \$100.00 | NIL |
| (b) Over \$100.00 and not over \$1000.00 | \$40.00 |
| (c) Each additional \$1,000.00 or fraction thereof and not exceeding \$5,000.00 | \$25.00 |
| (d) Each additional \$1,000.00 or fraction thereof and not exceeding \$200,000.00 | \$20.00 |
| (e) Each additional \$1,000.00 or fraction thereof over \$200,000.00 | \$10.00 |

2. Plumbing Permit Fees

| | |
|--|---------|
| (a) For each fixture up to a total of 10 fixtures | \$20.00 |
| (b) For each additional fixture over 10 fixtures | \$15.00 |
| (c) For installation of hot water storage tank | \$20.00 |
| (d) For installation of floor drain | \$10.00 |
| (e) For connection to existing rough-in | \$10.00 |
| (f) For alterations not involving the installation or alteration of a plumbing fixture | \$40.00 |
| (g) Installation or alteration of water piping or water treating equipment or both | \$20.00 |
| (h) Installation or alteration of rain water leads or roof drains or both, per leader or roof drain | \$10.00 |
| (i) Each lawn sprinkler system, including back flow prevention devices per zone | \$45.00 |
| (j) Fire protection standpipe and hose system, per hose connection | \$20.00 |
| (k) Fire protection sprinkler system, for each sprinkler up to 10 or portion thereof | \$20.00 |
| (l) For each group of sprinklers or portion thereof over 10 | \$15.00 |
| (m) Installation or replacement of a cistern for potable water | \$30.00 |
| (n) Lawn service stand pipe (not part of building plumbing) | \$20.00 |

Sewer Permit Fees

| | |
|---|---------|
| (a) Outside services: Diameter pipe 3" or larger, per 30.5m (100 ft.) or portion thereof | \$20.00 |
| (b) Pumping stations other than for single family dwellings | \$30.00 |
| (c) To cap a sewer house connection | \$15.00 |
| (d) Extension, alteration or renewal of a sanitary sewer | \$20.00 |
| (e) Storm or sewage lift station | \$30.00 |
| (f) Remove or make safe private sewage disposal system pursuant to the demolition of a building or connecting to sewer | \$20.00 |
| (g) Area drains sumps - each | \$20.00 |
| (h) Catch basins - each | \$20.00 |
| (i) Manholes - each | \$20.00 |
| (j) Interceptors - each | \$20.00 |
| (k) Acid neutralizers - each | \$20.00 |
| (l) Laying of a building storm sewer | \$20.00 |
| (m) Laying of a building sanitary sewer | \$20.00 |
| (n) Extension, alteration or renewal of a storm sewer | \$20.00 |
| (o) Fire Hydrants | \$30.00 |

4. Fireplace, Chimney and Solid Fuel Burning Appliance Fees

| | |
|---|---------|
| (a) One single flue chimney (masonry or metal) | \$40.00 |
| (b) Each additional flue, same chimney | \$20.00 |
| (c) Firebox connected to a single flue above | \$20.00 |
| (d) Solid fuel burning appliance (installed at the time of flue construction). | \$20.00 |
| (e) Solid fuel burning appliance (connected to existing acceptable chimney or flue). | \$40.00 |
| (f) Repair or reline of chimney | \$40.00 |

5. Wreck or Demolish Building Fees:

| | |
|---|---------|
| (a) If the structure is less than 37.2 m (400 sq. ft.) in floor area | \$20.00 |
| (b) If the structure is larger than 37.2 m (400 sq. ft.) in floor area | \$45.00 |

6. Building Valuations

- (a) For all buildings, other than single and two family dwellings, factory built homes, mobile homes and moved buildings and buildings accessory thereto, the value of construction used to determine the permit fee shall be the contract price, or, where there is no contract price, the value of construction used to determine the permit fee shall be calculated on the basis specified in Appendix "C", attached to this By-Law. Provided that where there is a single contract price for a project consisting of more than one building, then the value of construction used to determine the permit fee shall be calculated on the basis specified in Appendix "C" attached to this By-Law, rather than the contract price.

- (b) For single and two family dwellings, factory built homes, mobile homes and moved buildings and buildings accessory thereto, the value of construction used to determine the permit fee shall be calculated on the basis specified in Appendix "D" attached to this By-Law.

7. Re-inspection Fee

The fee for re-inspection of all building or plumbing violations or infractions shall be \$40.00.

8. Double Fee

If any work for which a permit is required under this By-Law shall be commenced before a permit has been obtained, the fee payable shall be doubled.

9. Refund

At any time before the work has commenced in respect of which a permit has been issued, the permit holder may apply, in writing, for cancellation of the permit. Upon receipt of such application, the Building Inspector, if satisfied that the work has not commenced, shall cancel the permit and shall refund to the permit holder 60% of the fee paid by him in respect of the permit.

- 10. No building permit will be required for detached utility sheds less than 9.3 m (100 sq. ft.) in floor area, located on residential property.

DISTRICT OF HIGHLANDS

APPENDIX "B"

Owner _____ No. _____ Street _____

Legal Description _____

Date _____ Authorized Use _____

CERTIFICATE OF OCCUPANCY
ISSUED BY THE BUILDING INSPECTOR
DISTRICT OF HIGHLANDS
Pursuant to the Municipal Act of British Columbia

THIS IS TO CERTIFY that the premises named herein have been constructed under the authority of Building Permit No. _____ and have received the final inspection of the sewage disposal system, plumbing and general construction.
This building is now completed and ready for occupancy.

Final Health Department Inspection and Approval _____ (Health Inspector)

Final Plumbing Inspection and Approval _____ (Plumbing Inspector)

Fire Department Inspection and Approval _____ (Fire Inspector)

Approved for Occupancy _____ (Building Inspector)

A temporary certificate, giving partial or emergency "Occupancy Approval" may be obtained by application to the Building Inspector.

"No action may be brought against the District of Highlands or its officials or servants for anything done or left undone in good faith in the performance or intended performance of any authority conferred or duty imposed under this or any other By-Law adopted by the District of Highlands pursuant to the Municipal Act of British Columbia."

WAIVER AND INDEMNITY

The undersigned, applicant, developer, contractor, or owner, assumes all risks or hazards incidental to building inspection services and agrees to release, save harmless and indemnify the District of Highlands and its officials, agents, servants and representatives, from and against all claims, actions, costs, expenses and demands with respect to death, injury, loss or damage to the person or property of the applicant, developer, contractor or owner, howsoever caused, arising out of or in connection with the building inspection services, notwithstanding that the same may have been contributed to, cause or occasioned by the negligence of the District of Highlands, its officers, employees, officials, agents, servants, and representatives. This agreement is to be binding on myself, my heirs, executors and assigns.

_____ Date

_____ Signature

DISTRICT OF HIGHLANDS

APPENDIX "C"

VALUES FOR BUILDINGS OTHER THAN SINGLE OR TWO FAMILY DWELLINGS, FACTORY BUILT HOMES, MOBILE HOMES AND MOVED BUILDINGS.

The Value of buildings, other than single or two family dwellings, factory built homes, mobile homes and moved buildings shall be the contract price or, where there is no contract price, the value shall be calculated according to the following schedule:

| <u>TYPE OF BUILDING</u> | <u>TYPE OF CONSTRUCTION</u> | <u>VALUE PER METRE SQUARED</u> |
|--|--------------------------------|--------------------------------|
| HOTEL/MOTEL | WOOD FRAME | 463.00 (43.00/sq.ft.) |
| HOTEL/MOTEL | REINFORCED MASONRY OR CONCRETE | 775.00 (72.00/sq.ft.) |
| HOTEL/MOTEL | STEEL FRAME | 732.00 (68.00/sq.ft.) |
| TOWN HOUSE OR APARTMENT | WOOD FRAME | 452.00 (42.00/sq.ft.) |
| TOWN HOUSE OR APARTMENT | REINFORCED MASONRY OR CONCRETE | 775.00 (72.00/sq.ft.) |
| TOWN HOUSE OR APARTMENT | STEEL FRAME | 732.00 (68.00/sq.ft.) |
| COMMERCIAL BUILDINGS (SHELL ONLY) | WOOD FRAME OR HEAVY TIMBER | 430.00 (40.00/sq.ft.) |
| COMMERCIAL BUILDINGS (SHELL ONLY) | STEEL FRAME | 430.00 (40.00/sq.ft.) |
| COMMERCIAL BUILDINGS (SHELL ONLY) | REINFORCED MASONRY OR CONCRETE | 538.00 (50.00/sq.ft.) |
| COMMERCIAL BUILDINGS EXCEPT OFFICE BUILDINGS & RESTAURANTS (INTERIOR FINISH) | COMPLETION OF INTERIOR | 130.00 (12.00/sq.ft.) |
| COMMERCIAL BUILDINGS - RESTAURANTS (INTERIOR FINISH) | COMPLETION OF INTERIOR | 237.00 (22.00/sq.ft.) |
| COMMERCIAL BUILDINGS - OFFICE BUILDINGS (INTERIOR FINISH) | COMPLETION OF INTERIOR | 215.00 (20.00/sq.ft.) |
| INDUSTRIAL BUILDINGS (SHELL ONLY) | WOOD FRAME OR HEAVY TIMBER | 409.00 (38.00/sq.ft.) |
| INDUSTRIAL BUILDINGS (SHELL ONLY) | STEEL FRAME | 409.00 (38.00/sq.ft.) |
| INDUSTRIAL BUILDINGS | REINFORCED MASONRY OR CONCRETE | 452.00 (42.00/sq.ft.) |
| INDUSTRIAL BUILDINGS (INTERIOR FINISH) | COMPLETION OF INTERIOR | 86.00 (8.00/sq.ft.) |
| TEMPORARY BUILDINGS | WOOD FRAME | 108.00 (10.00/sq.ft.) |

DISTRICT OF HIGHLANDS

APPENDIX "D"**BUILDING VALUES FOR SINGLE AND TWO FAMILY DWELLINGS, FACTORY BUILT HOMES, MOBILE HOMES, AND MOVED BUILDINGS, IN THE DISTRICT OF HIGHLANDS**

The value of single and two family dwellings, factory built homes, mobile homes, moved buildings, and buildings accessory thereto will be calculated according to the following schedule:

| | | | |
|-----|--|--------|-------------|
| (a) | Basic value per square meter of finished main* floor area. | 645.00 | (60.00/ft.) |
| (b) | Basic value per square meter of finished floor areas other than main floors. | 323.00 | (30.00/ft.) |
| (c) | Basic value per square meter of unfinished basements**, attics or other floors. | 215.00 | (20.00/ft.) |
| (d) | Basic value per square meter of finished floor area in previously unfinished basements, attics, or other floors. | 215.00 | (20.00/ft.) |
| (e) | Basic value per square meter of garages and/or workshops. | 161.00 | (15.00/ft.) |
| (f) | Basic value per square meter of carports, barns, or sheds. | 107.00 | (10.00/ft.) |
| (g) | Basic value per square meter of sundecks. | 54.00 | (5.00/ft.) |
| (h) | Basic value per square meter of additions where an existing wall forms part of the addition. | 645.00 | (60.00/ft.) |
| (i) | Basic value per square meter of finished floor areas of factory built homes, mobile homes, or moved dwellings. | 215.00 | (20.00/ft.) |

* main floor shall be defined as the floor area where the main activity takes place; usually the floor where the living room, dining room and/or kitchen are located.

** basement shall be defined as in the British Columbia Building Code

DISTRICT OF HIGHLANDS

APPENDIX "E"

PLEASE PRINT CLEARLY

DISTRICT OF HIGHLANDS, Building Inspection Department:

Pursuant to the regulations applicable to the DISTRICT OF HIGHLANDS:

I _____ ADDRESS _____, being the owner or acting with the consent of the owner, hereby make application to: (Circle One) ERECT CONSTRUCT ALTER REPAIR ADD TO MOVE DEMOLISH

_____ LOCATED AT _____

(Use of building or structure) _____ HOUSE NUMBER _____ STREET _____

FOLIO # _____

LOT _____ SECTION _____ BLOCK _____ PLAN NO. _____ LAND DISTRICT _____

OWNER _____ ADDRESS _____ POSTAL CODE _____

ARCHITECT _____ ADDRESS _____ POSTAL CODE _____

BUILDER _____ ADDRESS _____ POSTAL CODE _____

HOUSE NUMBERS - House numbers obtained from the District of Highlands.

THIS APPLICATION FORM MUST BE ACCOMPANIED BY THE FOLLOWING INFORMATION:

- 1. Copy of a recent (last 30 days) "CERTIFICATE OF TITLE".
2. Evidence of Driveway Access Permit application and location obtained from the District of Highlands.
3. Sewage Disposal application and proof of potable water supply.
4. Site plan (in duplicate) drawn to scale showing:
(a) Dimensions of land on which proposed building is to be located.
(b) Location of Septic Tank and Disposal Field.
(c) Location of proposed building.
(d) Ground elevations.
(e) Location of existing buildings showing horizontal and vertical dimensions.
(f) Details of site drainage.
(g) Location of road access.
5. Include copies in duplicate of the specifications and scale drawings of the building with respect to which the work is to be carried out showing:
(a) Foundation Plan (with overall dimensions). REVERSE PRINTED PLANS NOT ACCEPTABLE
(b) Floor plan of each level, fully dimensioned.
(c) Elevations of all sides of the building.
(d) Proposed and/or existing uses of all rooms shown on floor plans.
(e) Overall, actual cross sections showing all structural details and finishes.
(Partial cross sections are not acceptable) Preferred Scales: Imperial 1/4" = 1'-0" Metric 1 = 50
6. State intended use of building, including use of existing buildings.
7. Any other information required pertaining to the application.

OCCUPANCY CERTIFICATES - A Certificate of Occupancy must be applied for and obtained prior to the occupancy of any building.

WAIVER AND INDEMNITY

I agree to conform to the B.C. Building Regulations and all other statutes and By-Laws in force in the District of Highlands. The undersigned, applicant, developer, contractor, or owner, assumes all risks or hazards incidental to building inspection services and agrees to release, save harmless and indemnify the District of Highlands and its officials, agents, servants and representatives, from and against all claims, actions, costs, expenses and demands with respect to death, injury, loss or damage to the person or property of the applicant, developer, contractor or owner, howsoever caused, arising out of or in connection with the building inspection services, notwithstanding that the same may have been contributed to, caused or occasioned by the negligence of the District of Highlands, its officers, employees, officials, agents, servants, and representatives. It is understood that no warranty is implied for building inspection services of the District of Highlands and that this agreement is to be binding on myself, my heirs, executors and assigns.

(Phone Number)

(Date)

(Signature of Applicant)

DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

| | | | | | | | |
|---|------------------|-----------------|-------|---------|-------|------|-------|
| Class of Bldg. | _____ | Main Floor Area | _____ | X | _____ | = \$ | _____ |
| Type of Const. | _____ | Other Floor | _____ | X | _____ | = \$ | _____ |
| Occupancy | _____ | Finished Base. | _____ | X | _____ | = \$ | _____ |
| Size of Bldg. | _____ | Deck Area | _____ | X | _____ | = \$ | _____ |
| No. of Units | _____ | Garage Area | _____ | X | _____ | = \$ | _____ |
| No. of Bedrooms | _____ | Carport Area | _____ | X | _____ | = \$ | _____ |
| Height of Bldg. | _____ | Other Additions | _____ | X | _____ | = \$ | _____ |
| DEDUCTIONS: No Base. | _____ | Part Base. | _____ | Chimney | _____ | = \$ | _____ |
| Building Value | _____ | | | | | | |
| Building Permit Fee | _____ | | | | | | |
| Bldg. Sanitary Sewer & Water Connection Fee | _____ | | | | | | |
| Subtotal (Building Permit Fee) | _____ | | | | | | |
| No. of Plumbing Fixtures | _____ | + | _____ | HWT= \$ | _____ | | |
| Extras | _____ = \$ _____ | | | | | | |
| Plumbing Permit Fee | _____ | | | | | | |
| Chimney Permit Fee | _____ | | | | | | |
| Total Permit Fee | _____ | | | | | | |

DISTRICT OF HIGHLANDS

APPENDIX "F"

BUILDING PERMIT # _____ PLUMBING PERMIT # _____ FOLIO # _____

RESIDENTIAL PLUMBING AND SEWER PERMIT APPLICATION

Pursuant to the regulations applicable to the DISTRICT OF HIGHLANDS:

I _____, being the owner or acting with the consent of the owner, hereby make application to:

INSTALL OR ALTER PLUMBING SYSTEM OR SEWERS AT: (Please print)

Site address: _____

Legal Description:

Lot _____ Section _____ Plan _____ District _____

Owner _____ Phone _____

Address _____ Postal _____

Applicant _____ Phone _____

Address _____ Postal _____

Contractor _____ Phone _____

Address _____ Postal _____

FEE SCHEDULE -

Total Number of Fixtures _____

| | | | |
|---|------|-------------|----------|
| Fee (First 10 fixtures) | \$20 | per fixture | \$ _____ |
| Fee (Additional fixtures) | \$15 | per fixture | \$ _____ |
| Hot Water Tank (domestic) | \$20 | per tank | \$ _____ |
| Lawn Sprinkler System | \$45 | | \$ _____ |
| Hot Water Heating Boiler Connection | \$20 | | \$ _____ |
| Connect to Existing Rough In | \$10 | | \$ _____ |
| Alter Wastes Lines (No additional fixtures) | \$40 | | \$ _____ |
| Water Connection | \$20 | | \$ _____ |
| Alter Water Lines or Add Special Valve | \$20 | | \$ _____ |
| Sanitary Sewer Connection or Alteration | \$20 | | \$ _____ |
| Storm or Sewage Lift Station | \$30 | | \$ _____ |
| Remove or Make Safe Private Sewage Dist. System | \$20 | | \$ _____ |

TOTAL FEES \$ _____

WAIVER AND INDEMNITY

I agree to conform to the B.C. Building Regulations and all other statutes and By-Laws in force in the District of Highlands. The undersigned, applicant, developer, contractor, or owner, assumes all risks or hazards incidental to building inspection services and agrees to release, dissolve, save harmless and keep indemnified the District of Highlands and its officials, agents, servants and representatives, from and against all claims, actions, costs, expenses and demands with respect to death, injury, loss or damage to the person or property of the applicant, developer, contractor or owner, howsoever caused, arising out of or in connection with the building inspection services, notwithstanding that the same may have been contributed to, caused or occasioned by the negligence of the District of Highlands, its officers, employees, officials, agents, servants, and representatives. It is understood that no warranty is implied for building inspection services of the District of Highlands and that this agreement is to be binding on myself, my heirs, executors and assigns.

Signature of applicant

Phone No.

Date

DISTRICT OF HIGHLANDS

APPENDIX "H"

PERMIT NO. _____

FOLIO NO. _____

DEMOLITION PERMIT APPLICATION

Pursuant to the regulations applicable to the DISTRICT OF HIGHLANDS,

I _____, being the owner or acting with the consent of the owner,
(Print)

hereby make application to demolish:

_____ located at: _____
(Use of Building or Structure) (House No. and Street)

Legal Description: Lot _____ Section _____ Block _____ Plan _____ District _____

Use or Occupancy of Building: _____ Age of Building _____

Reason for Demolition: _____

Owner: _____ Address: _____

Name and address of firm doing work:

All work relating to this application, including rendering sewage disposal system safe, to be completed by:

_____. Approved by _____
(Insp. initials)

FEE SCHEDULE

| | | |
|---|---------|----------|
| 400 square fee or less | \$20.00 | \$ _____ |
| Over 400 square feet | \$45.00 | \$ _____ |
| Rendering private sewage disposal system safe ... | \$20.00 | \$ _____ |
| Cap building sewer | \$15.00 | \$ _____ |
| TOTAL FEE | | \$ _____ |

WAIVER AND INDEMNITY

I agree to conform to the B.C. Building Regulations and all other statutes and By-Laws in force in the District of Highlands. The undersigned, applicant, developer, contractor, or owner, assumes all risks or hazards incidental to building inspection services and agrees to release, save harmless and indemnify the District of Highlands and its officials, agents, servants and representatives, from and against all claims, actions, costs, expenses and demands with respect to death, injury, loss or damage to the person or property of the applicant, developer, contractor or owner, howsoever caused, arising out of or in connection with the building inspection services, or the demolition authorized by this permit, notwithstanding that the same may have been contributed to, caused or occasioned by the negligence of the District of Highlands, its officers, employees, officials, agents, servants, and representatives. It is understood that no warranty is implied for building inspection services of the District of Highlands and that this agreement is to be binding on myself, my heirs, executors and assigns.

Signature of applicant

Phone No.

Date

APPENDIX "I"
DISTRICT OF HIGHLANDS
1564 MILLSTREAM ROAD
VICTORIA, BC, V9E 1G6

PERMIT TO CONSTRUCT, ERECT, INSTALL, ALTER, ADD TO, REPAIR
 MOVE, OR DEMOLISH A BUILDING, STRUCTURE, CHIMNEY OR PLUMBING

PURSUANT TO THE REGULATIONS APPLICABLE TO THE DISTRICT OF HIGHLANDS

ADDRESS _____
 BEING THE OWNER OR ACTING WITH THE CONSENT OF THE OWNER IS HEREBY GRANTED

A PERMIT TO: _____ AS SHOWN BY THE ACCOMPANYING PLAN

AT: _____ FOLIO _____

LOT _____ BLOCK _____ RANGE _____ SECTION _____ PLAN _____ DISTRICT _____

OWNER _____ ADDRESS _____

CONTRACTOR _____ ADDRESS _____ TELEPHONE _____

PARTICULARS: PERMIT IS ISSUED SUBJECT TO THE FOLLOWING SPECIAL REQUIREMENTS:

PERMIT ISSUED ACCORDING TO THE ABOVE PARTICULARS, ACCOMPANYING
 PLANS AND TO THE APPLICABLE REGULATIONS.

INSPECTIONS MUST BE REQUESTED IN ACCORDANCE WITH BUILDING
 REGULATION BY-LAW REQUIREMENTS. AT LEAST 24 HOURS NOTICE IS REQUIRED.

RE-INSPECTION FEES WILL BE CHARGED IN ACCORDANCE WITH APPENDIX "A" TO
 BY-LAW NO. 61, 1995.

Work related to this permit must be started within 6 months of the date of issue and must
 not be discontinued or suspended for more than one year. Separate permits are required
 for plumbing installations or fireplace/chimney construction. A Certificate of Occupancy
 must be applied for and obtained prior to the occupancy of any building.

Sewage disposal permits are issued pending a 30 day appeal period. Installation
 of a sewage disposal system and/or construction of a building before the expiry
 of the 30 day appeal period is done so entirely at the owners risk. An occupancy
 permit will not be issued without the approval of the Ministry of Health.

WAIVER AND INDEMNITY

The applicant, developer, contractor, or owner, assumes all risks or hazards
 incidental to building inspection services and agrees to release, save harmless
 and indemnify the District of Highlands and its officials, agents, servants and
 representatives, from and against all claims, actions, cost, expenses and
 demands with respect to the death, injury, loss of damage to the person or
 property of the applicant, developer, contractor or owner, howsoever caused,
 arising out of or in connection with the building inspection services,
 notwithstanding that the same may have been contributed to cause or
 occasioned by the negligence of the District of Highlands, its officers,
 employees, official agents, servants and representatives. It is understood that
 no warranty is implied for building inspection services of the District of
 Highlands and That this agreement is to be binding on myself, my heirs,
 executors and assigns.

Date _____
 PERMIT
 ISSUED _____

| AREA OF BUILDING | FEE |
|-------------------------------|-------|
| ESTIMATED COST | _____ |
| PLUMBING FIXTURES (NO.) | _____ |
| SEPTIC TANK CONN./SEWER CONN. | _____ |
| WATER CONNECTION | _____ |
| RENDER SEWAGE SYSTEM SAFE | _____ |
| CHIMNEY | _____ |
| DEMOLITION | _____ |
| OTHER | _____ |
| TOTAL PERMIT FEE | _____ |

BUILDING INSPECTOR

APPENDIX "J"

DISTRICT OF HIGHLANDS

1564 MILLSTREAM ROAD

VICTORIA, BC, V9E 1G6

WAIVER AND INDEMNITY

The applicant, developer, contractor, or owner, assumes all risks or hazards incidental to building inspection services and agrees to release, save harmless and indemnify the District of Highlands and its officials, agents, servants and representatives, from and against all claims, actions, costs, expenses and demands with respect to death, injury, loss or damage to the person or property of the applicant, developer, contractor or owner, howsoever caused, arising out of or in connection with the building inspection services, notwithstanding that the same may have been contributed to, caused or occasioned by the negligence of the District of Highlands, its officers, employees, officials, agents, servants, and representatives. It is understood that no warranty is implied for building inspection services of the District of Highlands and that this agreement is to be binding on myself, my heirs, executors and assigns.

Date

Name (print)

Signature

**DISTRICT OF HIGHLANDS
APPENDIX "K"**

BUILDING PERMIT# _____ PLUMBING PERMIT # _____ FOLIO # _____

COMMERCIAL PLUMBING, SEWER AND DRAINS PERMIT APPLICATION

Pursuant to the regulations applicable to the District of Highlands:

I _____, being the owner or acting with the consent of the owner, hereby make application to:

INSTALL OR ALTER PLUMBING, SEWER OR DRAINS AT: (Please print)

Site address: _____

Legal Description: Lot _____ Section _____ Plan _____ District _____

Owner _____ Phone _____

Address _____ Postal _____

Applicant _____ Phone _____

Address _____ Postal _____

Contractor _____ Phone _____

Address _____ Postal _____

FEE SCHEDULE -

Total Number of Fixtures _____

| | | | |
|---|------|-------------|-----------------|
| Fee (First 10 fixtures) | \$20 | per fixture | \$ _____ |
| Fee (Additional fixtures) | \$15 | per fixture | \$ _____ |
| Hot Water Tank (domestic) | \$20 | per tank | \$ _____ |
| Hot Water Heating Boiler Connection | \$20 | | \$ _____ |
| Lawn Sprinkler System Per Zone | \$45 | | \$ _____ |
| Lawn Hose Stand Pipe or Special Control Valve ... | \$20 | | \$ _____ |
| Rainwater Leader/Roof Drain | \$10 | each | \$ _____ |
| Install/Replace Potable Water Cistern | \$30 | | \$ _____ |
| Floor Drain or Funnel Drain | \$10 | each | \$ _____ |
| Connect to Existing Rough In | \$10 | per fixture | \$ _____ |
| Alter Sewer/Drain/Waste System | \$40 | | \$ _____ |
| Alter or Add to Water System | \$20 | | \$ _____ |
| Laying or Alteration of Sanitary Sewer | \$20 | /100' | \$ _____ |
| Laying or Alteration of Building Storm Sewer | \$20 | /100' | \$ _____ |
| <u>Fire Protection</u> | | | |
| Fire Protection Stand Pipe Per Hose Connection ... | \$20 | | \$ _____ |
| Fire Sprinkler System(First 10 heads) | \$20 | | \$ _____ |
| Fire S/System(each group of 10 heads or portion) .. | \$15 | | \$ _____ |
| Fire Hydrant | \$30 | | \$ _____ |
| <u>Outside Services</u> | | | |
| Pumping Station Other Than for S.F.D. | \$30 | each | \$ _____ |
| Cap Off Sewer, Drain or Water Connection | \$15 | each | \$ _____ |
| Storm or Sewage Lift Station | \$30 | each | \$ _____ |
| Remove or make Safe Private Sewage Dist. System | \$20 | each | \$ _____ |
| Area Drains/Catch Basins/Sumps | \$20 | each | \$ _____ |
| Manholes and Interceptors (All Kinds) | \$20 | each | \$ _____ |
| TOTAL FEES | | | \$ _____ |

WAIVER AND INDEMNITY

I agree to conform to the B.C. Building Regulations and all other statutes and By-Laws in force in the District of Highlands. The undersigned, applicant, developer, contractor, or owner, assumes all risks or hazards incidental to building inspection services and agrees to release, dissolve, save harmless and keep indemnified the District of Highlands and its officials, agents, servants and representatives, from and against all claims, actions, costs, expenses and demands with respect to death, injury, loss or damage to the person or property of the applicant, developer, contractor or owner, howsoever caused, arising out of or in connection with the building inspection services, notwithstanding that the same may have been contributed to, caused or occasioned by the negligence of the District of Highlands, its officers, employees, officials, agents, servants, and representatives. It is understood that no warranty is implied for building inspection services of the District of Highlands and that this agreement is to be binding on myself, my heirs, executors and assigns.

Signature of applicant

Phone No.

Date